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Fr: Leo

Collaborative Road Map Design Process

Comprehensive Monitoring Assessment and Research Program CALFED Bay/Delta Program

**July 21, 1998
Sacramento, California**

Draft Agenda

- 9:00 a.m. **Welcome/Objectives for the Day/Introductions**
- Why we are here together?
 - What do we expect to achieve?
 - Roles of GMI and the CMARP Steering Committee
 - Agenda Review
- 9:20 a.m. **Overview of CMARP and Status Report**
With GMI, the CMARP Steering Committee will address questions and provide information and a basis for discussion of the CMARP objectives and workplan.
- Are all the tasks still viable? What has been decided?
 - What are the major components of the effort? What really needs to be accomplished by CMARP?
 - What tasks are already underway/going forward?
 - Where is assistance needed most?
- 10:20 a.m. **Reviewing the Process and Instructions to the Breakout Groups: First Round of Breakouts**
GMI will describe the process of designing a process road map and the mechanics of recording all the information generated by the participants.
- 10:35 a.m. **Break and "Travel Time" to the Break Out Rooms**
- 10:50 a.m. **Breakout Groups Work Session**
In three facilitated breakout groups, participants will be asked to identify key activities, products, agreements, and milestones that must be built/achieved or reached in their work to plan for the CMARP monitoring and research tasks.
- 11:50 a.m. **Transfer Information to the Road Map**
The groups will place the information they have generated on the master road map.

- 12:00 noon **Lunch** (on your own)
Participants will be asked to take a “gallery walk” to look at the information they generated during the lunch break. Facilitators request prompt reconvening before start time.
- 1:15 p.m. **First Look at the Road Map**
The whole group of participants will gather along the wall holding the road map for a discussion of the information they generated in the morning.
- 2:00 p.m. **Instructions to Breakout Groups: Second Round**
- 2:15 p.m. **Breakout Groups Work Session**
Participants will be asked to think about key resources, stakeholders, and linkages among CMARP Teams.
- 3:15 p.m. **Transfer Information to the Road Map and Break Time**
The participants will be asked to place information about the stakeholders, resources and teams on the master road map.
- 3:30 p.m. **Second Look at the Road Map**
The whole group of participants will gather along the wall holding the road map to make observations about the new information concerning stakeholders, key resources, and linkages between groups.
- 4:00 p.m. **Synthesis by the Whole Group**
A facilitator will ask participants to suggest ways to share resources, resolve conflicts and set meeting dates derived from the information recorded on the road map.
- 4:45 p.m. **Measuring the Success of the Exercise: Results, Process, Relationships**
The participants will be asked to evaluate their performance and that of the facilitators in terms of what worked and what could be improved.
- 5:00 p.m. **Adjourn and Implement the Design**
The CMARP Steering Committee will retain and use the road map product created by the participants. The Green Mountain Institute will prepare a report of the process to be distributed to all participants containing the road map, an evaluation of the process, and recommendations for enhancing implementation of the design.